



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

April 1, 2004

Re: 2004 Summer Food Service Program (SFSP) Application/Claim for Reimbursement

Dear Summer Food Service Sponsor:

Welcome to the Michigan Department of Education (MDE) and United States Department of Agriculture (USDA) administered SFSP. In past years, you were mailed a packet of information containing a SFSP Agreement, application, instructions and claim for reimbursement. Beginning this year (Summer 2004), the application process and the claim process will be completed *on-line* through the following web-based applications on the Michigan Education Information System (MEIS):

- CNAP - Child Nutrition Application Program (Summer Food Service Application 2004)
- Claim for Reimbursement SM-4012-SF - Summer Food Service Claim Form 2004

Child Nutrition Application Program (CNAP)

Before a SFSP sponsor can utilize the on-line CNAP for the SFSP, there are a few key requirements necessary of the SFSP sponsor. These requirements are:

1. Obtain an e-mail address if you do not currently have one. All participants must have an e-mail address. This will enable the State Agency to communicate with you regarding the status of your application.
2. Access to a computer with:
 - Working internet connection.
 - Web browser (Internet Explorer or Netscape 4.0+).
 - JavaScript and Session Cookies enabled for the web browser.
 - Adobe Acrobat 4.0+.
3. A Michigan Education Information System (MEIS) account. MEIS is a web-based system established for the management of a variety of Michigan Department of Education computer applications. In order to use CNAP, a SFSP sponsor must first obtain a MEIS account.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

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this account can be obtained by going to the following URL (website address) <http://michigan.gov/meis> and click on the "MEIS User Management System" link (Key) on the top of the screen. On the next screen, click on "Create an MEIS Account" and follow instructions.

4. A completed and returned Summer Food Service Program Security Access Form. Once the Sponsor's MEIS account has been established, the enclosed Summer Food Service Program Security Access Form will need to be completed. This form identifies the authorized person(s) who will have access rights to the application, claim data, and claim certification rights.

Complete the enclosed Security Access Form by **April 15, 2004** and mail or fax it to Ruby Dixon, as indicated on the bottom of the form. When the form is received in our office, access rights will be granted to the authorized person. The authorized person will be able to grant lower level CNAP access rights to other staff members within the organization.

Once you have obtained your MEIS account and the Summer Food Service Program Security Access Form has been received and approved by MDE, you are ready to begin the SFSP application, which is accessed through CNAP. To gain access to CNAP, go to: <http://michigan.gov/meis>.

Scroll down to the "Child Nutrition Programs (CNP)." Under "Program Applications," click on "Child Nutrition Application Program (CNAP)." Log in here using your established MEIS login and password. From the CNAP Home Page, click on "Summer Food Service Program" and complete the application, following all directions as prompted. CNAP for Summer Food Service Program is scheduled to be available April 19, 2004.

Applications must be received at least three (3) weeks before your first Summer Food Service session, or no later than Tuesday, June 15, 2004.

CNAP Training

To introduce you to this new SFSP annual application and claiming process, MDE has developed two instructional manuals:

1. Welcome to CNAP - Summer Food Service Program. This manual will guide you through the application process.
2. CNAP Quick Guide. A quick reference guide for the application process for all Child Nutrition Programs, including SFSP. This guide does not intend to provide the user with all the CNAP information. It is extremely important to read through all help areas and information provided on each screen of the application process.

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Both manuals are enclosed and are also available on the MDE website under “Child Nutrition Application Program- CNAP.” Go to: www.michigan.gov/mde, click on Programs and Offices,” click on “School Support Services.”

Claim for Reimbursement

Once the sponsor application for the SFSP has been approved by MDE, a packet of information with instructions about how to submit claims for reimbursement will be mailed to the sponsor at the address indicated on the application. As mentioned at the beginning of this letter, paper claims will no longer be accepted. The electronic reimbursement claim must be submitted on the SM-4012-SF Claim Form by the 10th day of the month following the claiming month.

To help us address concerns efficiently and effectively, please use the following guide to direct your inquiries:

Login/password problems --- MDE/CEPI Help Desk – 517-335-0505

Security Access Forms --- Ruby Dixon – 517-373-0420

Program related questions --- CNAP-Summer Food Service Program

*Email: MDE-CNAP-summerfoodservice@michigan.gov or
Phone: 517-373-3347*

Sincerely,

Julie Stark, Interim Director
Office of School Support Services

JS/GZ/ldb

Enclosure: SFSP Security Access Form
MEIS Applications: Adding Lower Level Access Rights
SFSP Checklist
SFSP Instructional Manual – Welcome to CNAP-SFSP
CNAP Quick Guide